



NOTICE OF VACANCY

Compensation Analyst

The Augusta, GA Human Resources Department is seeking an individual to assist in the development, implementation and administration of compensation and classification programs.

Duties of the Position: Writes and evaluates job descriptions and determines job grades. Develop and administer compensation and classification program. Conducts and participates in compensation surveys. Assists in developing and administering the performance management system and salary administration programs. Conducts job analysis and audits job evaluations for accuracy and validity.

Requirements: BA/BS Human Resource Management or a related occupational field of study. Minimum of two or more years of specialized experience in Compensation Administration required. A Master's degree in Human Resources may be substituted for one year of specialized experience. Considerable knowledge of principles and practices of compensation program administration in a Public or Private Sector Human Resources Department, familiarity with the concepts of job classification systems and mastery of interpreting relevant federal and state laws and local ordinances governing compensation administration such as FLSA, ADA, Title VII and the Equal Pay Act.

Salary: \$44,080.90 - \$48,489 Annually.

Deadline to apply: Open until filled

If you are interested in this position, please submit your résumé and cover letter to:

**Augusta, GA Human Resources Department
530 Greene Street, Room 601
Augusta, GA 30911
Fax (706) 821-2867.**

Augusta Human Resources Department
530 Greene Street
Room 601 – Municipal Building
(706) 821-2303 (706) 821-2867 FAX
WWW.AUGUSTAGA.GOV

Augusta, Georgia Is An Equal Employment Opportunity Employer

The government of Augusta, Georgia is an Equal Employment Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, disabilities, marital status, pregnancy status, veteran's status or any other basis prohibited by federal, state or local law. We value and encourage diversity in our workforce.

Americans with Disabilities Act (ADA) and Section 504 Accommodations

Individuals with disabilities who need reasonable accommodations, in order to apply or maintain employment, should contact either the Augusta, Georgia Department of Human Resources at : 706-821-2303 or the internal Augusta, Georgia Equal Employment Opportunity (EEO) Office at: 706-826-4789

Questions, concerns or request for additional information regarding Equal Employment may be addressed through: EEO Office, 501 Greene Street, Suite #314 Augusta, GA 30901, Phone: 706-826-4789